

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
[jobs\[atg.in.gov](mailto:jobs[atg.in.gov)
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Paralegal Licensing Enforcement and Homeowner Protection Unit Consumer Protection Division

The Paralegal position within the Licensing Enforcement and Homeowner Protection Unit of the Office of the Indiana Attorney General is responsible for providing paralegal support to attorneys in the Licensing Enforcement and Homeowner Protection Unit (LE&HPU). This position reports to the Supervising Deputy of LE&HPU. Principal duties include:

Duties:

- Assist in the investigation and prosecution of licensed professionals and loan servicers. Prepare and respond to interrogatories, discovery requests, and subpoenas; contact witnesses to obtain documents and responses to discovery; keep track of due dates; and maintain electronic case files.
- Perform legal research and assist in hearing preparations.
- Provide administrative support to attorneys, as needed.
- Prepare correspondence, pleadings, and legal documents for filing.
- Other duties and projects as assigned by the supervising attorney.

Skills:

- Strong legal research and writing skills.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, and Time Matters.
- Good client relations skills, including ability to work with consumers to obtain information in a timely manner.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.

- Strong organizational skills required, including the ability to manage large volume of cases, including monitoring of due dates and prompting of consumers to respond when required.
- Awareness of ethical concerns, including need for confidentiality.
- Paralegal degree or certificate preferred.